

Secretary of the Commonwealth

SECRETARY OF THE COMMONWEALTH



OFFICE OF THE SECRETARY OF THE COMMONWEALTH

Location: Office of the Secretary of the Commonwealth
1111 East Broad Street, 4th Floor
Richmond, Virginia 23219
Tel. (804) 786-2441 Fax (804) 371-0017
Internet: www.commonwealth.virginia.gov

Janet Vestal KellySecretary
Jennifer B. Aulgur..... Deputy Secretary
Stacy Whitehouse..... Executive Assistant

In addition to managing extraditions, clemency petitions, service of process, restoration of civil rights, authenticating foreign adoption documents, certifying notary publics, handling lobbyist registration, disclosures and conflict of interest filings, one of the key functions of our office is to assist the Governor in the appointments of over 4,000 individuals to serve on Virginia's boards and commissions. All qualified and service-minded Virginians are encouraged to participate in the government of our Commonwealth by offering to serve on a board or commission, or by recommending qualified candidates.

SECRETARY OF THE COMMONWEALTH

AUTHENTICATIONS, NOTARY AND RECEPTION OPERATIONS

Jennifer Crown Director

CLEMENCY AND EXTRADITION DIVISION

Patricia Tucker..... Director of Extraditions

Jennifer Crown Clemency/Pardons Specialist

COMMUNITY RELATIONS DIVISION

Kathy Hayden Director

Ryan Newcomb Deputy Director

CONFLICT OF INTEREST DIVISION

Patrick Mayfield Director

GUBERNATORIAL APPOINTMENTS DIVISION

Courtney Groves..... Director

Emily Barrett Director

LOBBYIST AND ORGANIZATION REGISTRATION DIVISION

Christopher Frink..... Director

RESTORATION OF RIGHTS DIVISION

Candice Reid..... Director

SERVICE OF PROCESS DIVISION

Elizabeth Jeffries Director

Kari Ellis..... Assistant Director

COUNCIL ON WOMEN

Code Reference: § 2.2-2630

Purpose, Powers
and Duties:

To identify ways in which women can reach their potential and make their full contributions to society and the Commonwealth as wage earners and citizens. Recommendations are submitted to the Secretary of Health and Human Resources.

Composition:

The Council shall consist of 18 members from the Commonwealth at large and one of the Governor's Secretaries as defined in § 2.2-200, ex officio with full voting privileges, all to be appointed by the Governor.

Term:

Three years

Chairman:

Tracy Key

Membership:

Gubernatorial Appointees

Jeff Caruso, Fredericksburg.....term expires 6/30/13

Camille Fleenor, Alexandria.....term expires 6/30/13

Tracy Key, Restonterm expires 6/30/13

Randy Davis, Richmond.....term expires 6/30/13

SECRETARY OF THE COMMONWEALTH

Ruth Zajur, Richmond	term expires 6/30/13
Mais Abbas Abousy, Arlington	term expires 6/30/13
Bakula Dave, Chester	term expires 6/30/14
Brenda Dillon Fastabend, Lynchburg	term expires 6/30/14
Dawn James, Chesterfield.....	term expires 6/30/14
Leslie B. Anderson, Alexandria	term expires 6/30/14
Rita Surratt, Clintwood	term expires 6/30/14
Nicole K. Neily, Arlington.....	term expires 6/30/14
vacant.....	term expires 6/30/15
vacant.....	term expires 6/30/15
vacant.....	term expires 6/30/15
vacant.....	term expires 6/30/15
Theresa R. Preda, Richmond.....	term expires 6/30/15
Lis Bresee, McLean	term expires 6/30/15